

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: DECEMBER 1, 2016**  
**CLOSING DATE: DECEMBER 7, 2016**

**DEPARTMENT:** Board of Supervisors

**POSITION:** Executive Administrative Assistant

**LOCATION:** Globe

**JOB CODE:** 16-104

**ANNUAL SALARY:** \$38,600-\$41,495 DOE

### PURPOSE OF THE JOB

The purpose of this position is to serve as a confidential aide to the Supervisor and offer an advanced level of administrative support to his/her departmental duties. This position provides high-level administrative support to the County Supervisor of District 2. The role requires calendar management, composition of correspondence and documents, contact with the public and other agencies, coordination of meetings and travel arrangements, meeting attendance, payroll administration, file maintenance, and provision of customer service from the BOS office. This position also serves as Wellness Coordinator for the Board of Supervisors staff.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Manages Supervisor's calendar, including meetings and appointments; opens, reviews, and distributes his/her correspondence; manages travel arrangements; and serves as Board of Supervisors (BOS) representative at some meetings, training sessions, public hearings, etc. Maintains files, records and documentation.	15%
• Screens calls and responds to general inquiries and complaints from public, by telephone and in person, providing assistance within span of authority.	15%
• Attends Agenda Review meetings for Supervisor. Researches certain agenda items and gathers information prior to Board Meeting for Supervisors' review.	15%
• Composes, types, and edits correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of Supervisor; compiles required materials for Supervisor's correspondence and attendance at appointments, meetings and conferences.	15%
• Occasionally coordinates with various County departments, elected officials and special organizations regarding public complaints.	10%
• Processes employee timesheets, including all payroll authorizations for employment and leave.	10%
• Performs weekly tasks through the Finance Department, including submitting invoices, credit card statements, travel forms and funding requests; preparing contracts and purchase requisitions; and keeping track of departmental budget.	10%
• In BOS office, provides customer service and manages inventory of office supplies.	10%
• Performs other duties as assigned.	

### BUDGET RESPONSIBILITIES

This position reviews, edits and approves for submission department level budget.

### PROJECT RESPONSIBILITIES

Provides project research and clerical support on process improvement projects.

### ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, responds to public inquiries, participates in meetings and negotiates or persuades.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, formal letters, contracts and procedures.

### INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

Continued on page 2.....

**INTERACTIONS SPECIFICALLY WITH CUSTOMERS**

Continuously (More than 70% but less than 85% in a year)

**MINIMUM EDUCATION REQUIRED**

High School Diploma or GED, Associate Degree preferred.

**MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED**

Five (5) years in administrative, secretarial positions in local governments, serving executive level personnel.

**PROFESSIONAL CREDENTIALS REQUIRED**

Notary Public License

**KNOWLEDGE REQUIRED**

Administration and management, customer and personal service, English language and composition, Geographic Information System (GIS), accounting, Federal State, Local laws, regulations and statutes.

**SKILLS REQUIRED**

Active listening, creative writing, customer service, problem solving, diversity awareness, time management, multi-tasking, typing and data entry.

**ABILITIES REQUIRED**

Speak clearly and sensibly, read and write at professional level, coordinate meetings, summits, conferences and other related travel. Prepare complex, technical and confidential documents, research, proof, evaluate, gather, organize and arrange a diversity of information.

**PHYSICAL DEMANDS**

- Regularly stands to attend to customers; occasionally stands to attend to reported incidents.
- Regularly sits to complete report, operate computers and to attend to other duties; routinely sits to complete a program.
- Rarely lifts under 10 lbs. of work related materials or equipment.
- Constantly requires dexterity for keyboard operation and for special machines.
- Incumbents in this position may be required to routinely walk to and from work sites; occasionally bend, stoop, kneel and twist.

**WORK ENVIRONMENT**

Incumbents in this position regularly spends time in office environment; occasionally spends time in lobby environment and in an automobile.

**SAFETY RISK EXPOSURE**

Incumbents in this position are generally not exposed to safety risk. On rare occasions, incumbents in this position may become exposed to telephone verbal abuse by customers or citizens.

**PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

**CONSEQUENCES OF ERROR**

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.